

Subject: Table & Chair Order 4/14/2017
From: Sandra Ciaramitaro
Date: 04/06/2017 05:10 PM
To: jpielago@sanpedrobid.com
CC: Lorena Parker <lparker@sanpedrobid.com>

Hi Joe

I spoke to Lorena regarding the tables & chairs for next week.
I'm going to process an order of 10-60" round tables and 100 chairs
In order to process the order please provide the following information:

Date & time of event
Date & time of delivery
Date & time of pickup
Address/location
Name(s) point person(s) and cell number(s)

I'll need this information before the end of the day tomorrow (Fri 04/07/2017) in order for it to be processed.

Thank You in Advance :)

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